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Approved For Release 2005/08/15 : CIA-RDP82-00357R000200080015-0

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : F. W. M. Jamney
Director of Personnel

SUBJECT : Performance Appraisal System

1. Action Requested: None. The attached memorandum for your signature and the performance evaluation material is forwarded in response to your request of 13 September 1978.

2. Attachment A is the memorandum to the Secretary, Executive Advisory Group advising of your review of the Performance Evaluation Task Force Report and your proposals for substantive inclusions in the revised format. This memorandum requires a response from the members of the Executive Advisory Group by 27 September.

3. Forwarded as Attachment B is a copy of the draft of a revised Performance Appraisal Report which we have had in process using the Task Force recommendations as guidance. We have added two sections to the draft to provide for your proposals for the work planning section and the evaluation of potential. Included with the draft is a seven point rating scale with descriptive definitions. This is a working paper, not a finalized product.

4. For ease of review in considering the comments of the Heads of the Career Services on the Task Force recommendations, included as Attachment C is a matrix of the recommendations and responses. The majority of the recommendations were accepted by all components. The only recommendation on which there are strong differences is the one which would prohibit informal input to panel deliberations. While related, this is not a basic part of the Performance Appraisal system substance or format. The requirement for documentation of the informal interim review was also a point of difference but not as strong as on panel input. Minor areas of difference were the use of the seven point scale, justification of the individual ratings and the option of the Career Service to have an addendum to cover evaluation

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elements which are of concern only to that component. The recommendation for the optional IOI, under agreed-to ground rules, was endorsed by all components except NEAC, which supports a mandatory program.

P. W. M. Jarney

Atts.

As Stated

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(13 Sep 78)

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